

Meeting Minutes



Meeting Purpose:	
Meeting Date:	
Meeting Time:	
Meeting Location:	
Meeting Facilitator:	
Attendees:	
Minutes Issued By:	

Financial Reports:	Amount (USD)
Treasury balance (as of meeting date):	
Approved expenses:	
Approved income:	
Treasurer's report:	

Approval of Minutes:

**<Body name>
Meeting Minutes**



Officer Reports:

Officer Reports:

**<Body name>
Meeting Minutes**



Other Reports:

**<Body name>
Meeting Minutes**



Main Motions:

**<Body name>
Meeting Minutes**



Discussion:

<Body name>
Meeting Minutes



Miscellaneous Items:

Organizational Secretary
Richmond Chapter
Democratic Socialists of America

Date of Approval